

APPENDIX E-097 P

DEMANDS/RETURNS HISTORY INQUIRY DOCUMENT

1. PURPOSE

This appendix is applicable to chapter 52 and 57 and describes the preparation of the Demands/Returns History Inquiry Document, DIC ZRD, appendix B-97, to obtain the Demand/Return History Listing; the Non-NSN Demand History Listing; the Procurement Group Code (PGC) Demand/Return History Listing, or the (DPSC - Item Category Code P) Five Year Demand History Listing.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-20, FEDSTRIP Agency Codes.
- b. Appendix A-42, Action Codes.
- c. Appendix A-130, MILSTRIP Service Conversion Codes for Accumulating Demand/Returns Data.
- d. Appendix B-97, Demands/Returns History Inquiry Document (DIC ZRD).
- e. Appendix F-2, PGC Demands/Returns History Listing.
- f. Appendix F-42, Five Years Demand History Listing.
- g. Appendix F-116, Procurement Group Code Table 011.
- h. Appendix F-191, Demands/Returns History Listing.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

a. Item Managers of the Commodity Branches, Inventory Management Division, Directorate of Supply Operations may initiate an inquiry for a specific NSN or Part Number.

b. Systems Analysts of the Materiel Support Branch, Management Support Office, Directorate of Supply Operations may initiate inquiries by FSC; by all Part Numbers; a Military Service or FEDSTRIP Agency Code; or a Procurement Grouping Code. Inquiries of this type require Division or Directorate level management approval and prior coordination with the Office of Data Systems.

4. PROCEDURES/INSTRUCTIONS

a. Personnel initiating an inquiry action will determine the type of printout required (i.e., F-2, F-42, or F-191) and the applicable Action Code from appendix A-42 and/or B-97.

b. The inquiry document will be hand scribed on any locally authorized 80 column Data Entry coding sheet to reflect the required data elements. When any data element listed with an asterisk (*) on appendix B-97 is entered on the coding sheet, approval of division/directorate level management (use of ORC 99) is required prior to submission to the ODS. Further, when an asterisked data element is required, prior coordination with ODS is necessary to ensure that proper records are available to computer operators; and that sufficient time is available to process the file dump type inquiry without jeopardizing any other scheduled computer or printing equipment workload.

c. The completed coding sheet will be forwarded to ODS, by way of data entry services, for processing.

d. On receipt of the inquiry reply (i.e., appendix F-2, F-42, or F-191) the output document will be used for the purpose requested; then destroyed.

e. Semiannually, the chapter 9 SSP Item Range Review process indicates on the appendix F-127, Qualified/Disqualified Item List, those NSNs where an SSP qualifies as a preferred storage location, but the Storage Mission Code does not indicate that SSP. Qualification for an SSP is four or more demand frequencies, a FILL quantity for the SSP, an SPR quantity referenced against the SSP, or for DPSC-C&T (S9T), an ICC P, Navy recorded user item. Whenever a qualified SSP is not in the Storage Mission Code pattern and there are four or more demand frequencies, a prepunched and preprinted DIC ZRD document will be provided to the IM. Simultaneously, a DIC ZR9, SSCS Inquiry Document, will be output indicating which SSP is qualified. The simultaneous reinput of the DIC ZR9/ZRD documents will provide the specific SSP demand pattern, appendix F-191 listing, requiring a possible pattern change as indicated in the appendix F-167 SSCS. The storage pattern change can be accomplished by the manual inputting of a DIC ZSE document IAW the appendix E-119 P procedures.

5. SYSTEM INQUIRY

System inquiries, i.e., those inquiries capable of producing large masses of paper as a reply and tying up computer equipment for considerable lengths of time, in this case, involving Action Codes MB, MC, ME, MF, MG, MH, MJ, MK, ML, MN, MP, MQ, and MS, are to be rigidly controlled. These inquiries, in proper format, are to be forwarded to ODS, by IOM, over an authorizing signature (division level supervisor or MSO Chief/Deputy). A copy of this IOM must be forwarded to MSO, DSO, for control purposes. The ODS will schedule processing of system inquiries during time periods which will not jeopardize day-to-day operations. The IOM will be forwarded to ODS only when VRC OG is being cleared by Reentry Code ER. It will never be forwarded to ODS prior to the violation clearance action.

6. FLOWCHART

Flowchart not required.